



**Minutes of the Kirton in Lindsey Town Council  
Personnel and Disciplinary Committee Meeting  
held in the Town Hall, High Street, Kirton in Lindsey,  
on Tuesday 16<sup>th</sup> July 2019 at 10.00am.**

Members Present: Cllr Kathy Cooper (Chair), Cllr Pat Frankish and Cllr Jack Startin.  
Also present: Neil Taylor-Matson, Town Clerk

**Public Participation:**

**No members of the public were present.**

**MINUTES**

- PD 1907/01            Election of Chair  
The Committee received nominations and elected Cllr Cooper as Chair for 2019/20.
- PD 1907/02            Apologies  
No apologies were received.
- PD 1907/03            Declaration of Interests / Dispensations  
There were no Declarations of Interests reported and no dispensations sought or granted.
- PD 1907/04            PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960  
The committee considered the exclusion of the public and press due to the confidential nature of the items to be discussed.  
**RESOLUTION: *That the public and press be excluded.***
- PD 1907/05            Minutes of the Previous Meeting  
The Committee considered the minutes of the Personnel & Disciplinary Committee Meeting held on Monday 15<sup>th</sup> April, 2019.  
**RESOLUTION: *That the minutes be signed as a true and accurate record.***
- PD 1907/06            Policies  
The Committee received two draft Lone Worker Policies for consideration and decided recommendations to Full Council regarding the policies.  
**RESOLUTION: *That one draft was preferred and recommended for adoption following minor amendments at section 4 and section 7.2. ACTION: Town Clerk***
- PD 1907/07            Workload and training review  
The Committee reviewed the Clerk's work load and received an update on training and training needs. The Committee were also updated on a Code of Conduct complaint.  
**RESOLUTION: *That the Clerk contacts ICCM for details on training in relation to the Burial Clerk role and its feasibility (local). ACTION: Town Clerk***  
**RESOLUTION: *That training on HR / staff management is researched. ACTION: Town Clerk***  
**RESOLUTION: *That Town Council events, including Civic, Gala and Christmas are considered by the Council in terms of the support needed to run them. ACTION: Town Clerk***  
**RESOLUTION: *That the Clerk ensures that required breaks from work are taken. ACTION: Town Clerk***  
**RESOLUTION: *That the Clerk and Chair of Personnel arrange, immediately following this meeting, the date for the next one to one to take place. ACTION: Town Clerk***

Signed:

Dated:

**RESOLUTION:** *That the use of social media by the Clerk is monitored by the Clerk and the Council are notified of any concerns regarding time management.*

**ACTION:** Town Clerk

**RESOLUTION:** *That the Clerk ensures that proposals, motions and resolutions are clear within meetings and notes to Councillors if the number of actions becomes an issue, requesting clarification on priority.*

**ACTION:** Town Clerk

**RESOLUTION:** *That the Clerk liaises with the Town Hall Venue Manager for the appropriate display of office opening hours for the Town Council Office.*

**ACTION:** Town Clerk

PD 1907/08

Town Clerk contract

The Committee discussed the contract of employment arrangements for the Town Clerk. No action required at this time.

PD 1907/09

Agenda for next and future meetings

The Committee considered items to place on the agenda for next or future meetings.

**RESOLUTION:** *None requested at this time.*

PD 1907/10

Date of next meeting

The Committee agreed the date and time of the next Personnel and Disciplinary Committee Meeting will be (subject to any change in circumstances) Tuesday 15<sup>th</sup> October 2019 at 10:00am.

<u>Present:</u>	Cllr Kathy Cooper
	Cllr Pat Frankish
	Cllr Jack Startin

Signed:

Dated: